


**TRUSTEE MOTION TO DISMISS/PAY TRUSTEE/
DEFAULT CLAUSE (NEWARK)**

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Motions/Applications** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Trustee Motion to Dismiss/Pay Trustee/Default Clause (Newark)**; click [NEXT]
- STEP 5** Click [NEXT] to skip the **Joint Filing** screen.
- STEP 6** **Select the Party** screen displays. Highlight your name; click [NEXT].
- STEP 7** Click [NEXT] to skip the screen “The following attorney/party associations do not exist for this case”. **Do not place a check mark in the box.**
- STEP 8a** Click on the hyperlink for the Judge’s calendar, determine the next possible hearing date and time; click [BACK]
- STEP 8b** Enter the hearing date, time and location in the appropriate fields; click [NEXT]
- STEP 9** Upload PDF file; click [NEXT]
- STEP 10** Confirm case name and number; click [NEXT]
- STEP 11** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]
-  ***TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use [BACK] button on your browser. THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

SAMPLE DOCKET TEXT

Trustee's Motion to Dismiss Case or Direct Employer to Pay Trustee or For an Entry of an Order for Default Clause. Filed by Trudy Trustee. Hearing scheduled for 4/17/2002 at 09:00 AM at Suite 1401, One Newark Center. (Trustee, Trudy).

STEP 12 **Notice of Electronic Filing** displays